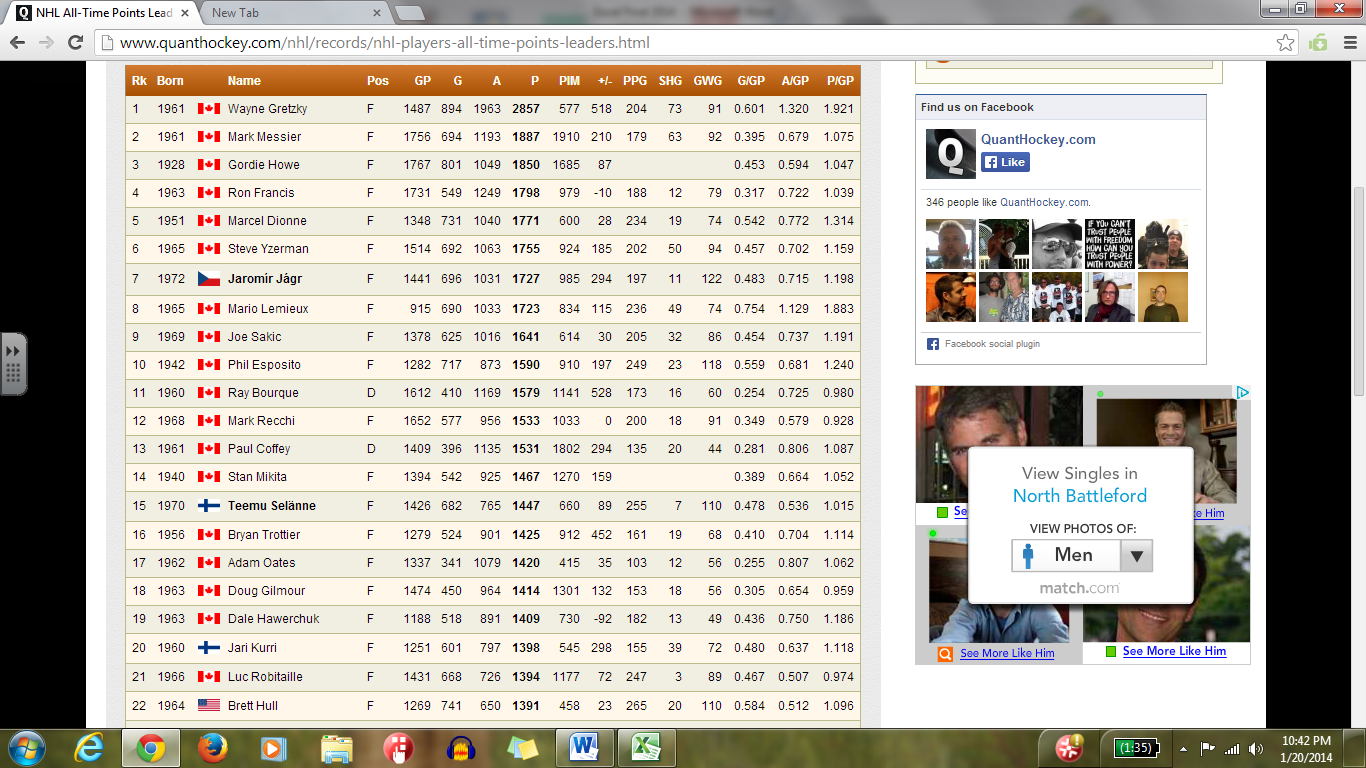
**InfoPro 10/20/30 Excel Review**

1. Open up the Excel file posted on our class wiki labeled “Excel Final 2014 Student”
2. Insert a new row above what is currently row 1. The new row will now be row 1.
3. Type in cell A1 “NHL All Time Stats”
4. Insert new row below row 1. This new row will be row 2.
5. In cell A2 type “Statistics are accurate as of January 17, 2014”
6. Insert a new row below row 2. This new row will be row 3.
7. In row 3, enter the appropriate data shown below in the orange row into your spreadsheet. The corresponding column is listed above to help you out. Ex: Cell A3 would be “RK”, cell B3 would be “Born”. **DO NOT ENTER IN THE P or +/- COLUMNN. LEAVE THEM OUT OF THE SPREADSHEET.**

A B C D E F G H - I - J K L



1. In addition to the labels that you have placed so far in row 3:
   1. Label cell M3 – GPG (Goals Per Game)
   2. Label cell N3 – APG (Assists Per Game)
   3. Label cell O3 – PoPG (Points Per Game)
2. Add a column in between “A” (Column H) and “PIM” (Column I) and label it “P” (Points). This new column should be column I while PIM bumps over to column J.
3. Highlight the range of A4 to P23 and set the border to “All Borders”
4. In cell I4, create a formula that adds together cell G4 and H4. **Fill down**.
5. In cell N4, create a formula that divides cells G4 by F4 to find our GPG (Goals Per Game). **Fill down.**
6. In cell O4, create a formula that divides cells H4 by F4 to find our APG (Assists Per Game). **Fill down.**
7. In cell P4, create a formula that divides cells I4 by F4 to find our PoPG (Points Per Game). **Fill down.**
8. Highlight the range of cells E4 to P23 centre, middle align (be sure that all of the data is centered and middle aligned in this range after one click. You may have to click the button twice to make it work) and change the font to Impact font. Change your font size to 13.
9. Highlight the range of cells F4 to P23 and change your decimal place to 2 places (Example: 1.23)
10. In cell D25, type in “Minimum”, bold and italicize the font.
11. In cell D26, type in “Maximum”, bold and italicize the font.
12. In cell D27, type in “Average”, bold and italicize the font.
13. In cell D29, type in “Total”, bold and italicize the font.
14. In cell F25, find out the minimum games played stat. **Fill right to P25.**
15. In cell F26, find out the maximum games played stat. **Fill right to P26.**
16. In cell F27, find out the average games played stat. **Fill right to P27.**
17. In cell D29, find out the total games played by the players on this list. **Fill right to cell P29.**
18. Highlight cells F25 to P29. Bold, italicize, and set the cell style to “total”
19. Set column width in column D to 10.00 pixels.
20. Highlight cells to A4 to P23 and sort in ascending order from largest to smallest according to the column A.
21. Autofit row 23.
22. Highlight cells D4 to F23 and put them into a 2D Pie Chart (Layout 2, Style 2). Put this chart onto sheet 2 of your spreadsheet.
23. Highlight cells A1 to P1…merge and centre the title “NHL All Time Stats”.
24. Set the range A1 to L1 to cell style accent 1.
25. Change the title “NHL All Time Stats ” to Aharoni font (size 30). Change the colour of the title to green.
26. Wrap text, centre and middle align the title “NHL All Time Stats”.
27. Highlight A2 to P2…merge and centre.
28. Middle align and centre the text “Statistics are accurate as of January 17, 2014”.
29. Set row height in row 2 to 20.00 pixels.
30. Set the range of cells A2 to P2 to “heading 1” cell style.
31. Highlight the range of cells A3 to P3 and center the text.
32. Highlight the range of A3 to P3 and set it to cell style “20% - Accent 1”
33. Highlight the range A2 to P3 and set it to cell style “heading 1”.
34. Highlight cells A4 to P23. Autofit row height and autofit column width.
35. Set your spreadsheet to fit to one page. Centre your spreadsheet horizontally and vertically.
36. Print and save this file. Please hand in a paper copy and also email me a copy of your final. Please make sure that your attachment properly sends via email.